FOR MYSORE STATE

Agriculture **(1956) Department.**

M **SERIES.**

G.O. No. 380

passed
Jr
supdt.

Dated 15-2-1956.

(L)

[Despatch Abstract.]

Fisheries – Estt – office of the A.D.F. Mangalore – Temporary staff – further continuance – Sanctioned –

From
Sri S. Aruldoss, I.A.S.,
Addl. Director of Industries and Commerce, Madras.

To
The Secretary to Government,
Agriculture Department,
Madras.

No.121877/55/E2 d/ 31-1-1956

Sir,

Sub:- Establishment - Fisheries - office of the Asst. Director of Fisheries Mangalore - temporary post of one Upper Division Clerk and one Attender further continuance - proposals - submitted

Ref:- G.O.Ms.No.377 Agri d/ 11-2-55

...

In the G.O. cited Govt. sanctioned the continuance of one post of Upper Division clerk on Rs.80-110 and also one Attender on Rs.25-1-40 in the office of the Asst. Director of Fisheries, Mangalore for a period of one year from 1-3-55. So the sanction for these two posts expires on 29-2-56.

Including the above the total number of staff working in the office of the Asst. Director of Fisheries, Mangalore is as follows:-

Upper Division clerks	3
Lower Division clerks	4
Typist	1
Attender	1
Total	9

The distribution of work among them and the total no. of currents received by each from December 54 to November 55 are as follows:-

1. Upper Division clerk (Head clerk) He is in charge of the general supervisions of the work in the office. He opens tapals in the absence of the Asst. Director of Fisheries from headquarters, distributes them to the clerks, scrutinises their notes and drafts, maintains Cash register, cash chitta, permanent advance register, etc. and keeps the office cash. He also scrutinises the pay bills and other bills prepared in the office and is also checking the personal and other registers of the clerks of the office besides fair copy and despatch register, stamp accounts, etc.

1. Upper Division clerk The clerk attends to correspondence relating to the establishment of 340 members, annual inspection of the subordinate offices, pension papers, Postal Life Insurance Community project schemes, National Extension service schemes, Local Development schemes, five year Plan, diaries and tour programmes of subordinates, postings and transfers regularisation of services, declaration of completion of probation, confirmation punishments, appeals, etc. The no. of currents received by him was 3067 numbered and 200 unnumbered. The average per day works out to 10.9 currents.

1. Upper Division clerk This clerk attends to the correspondence arising out of the following subjects:-

1) Budget estimates, T.A. bills, paper relating to the recovery of deep sea fishing dues, sanctioning of increments, to all subordinates of which the Asst. Director of Fisheries is the sanctioning authority

maintenance of all the service registers, correspondence relating to C.P.P.S., C.P.S. Accountant General objection, all correspondence arising out of account matters and prepares the periodicals of accounts section including receipts and expenditure statements, number statements; etc. The work of the clerk cannot therefore be judged by the number of currents, received and dealt with by him as he has to maintain accounts and prepare account statements and attend to the audit objections with reference to the old records and bills. The no. of papers dealt with by this clerk in addition to the maintance of several registers referred to above was 2125 numbered and 150 unnumbered working out to an average of about 7.6. papers per day.

Lower Division clerk (1) This clerk deals with all papers relating to fisheries schools, and fish curing yards excluding matters relating to establishment, socio economics, Review of inspection reports of all fish curing yards and schools and all correspondence relating to fish curing yards and schools under the follow-ing heads:-

Schemes of studies, raising the status of schools, opening of additional yards and schools, sanction of additional staff to yards and schools continuance of temporary staff and its permanent retention, supply of equipments, furniture, books, maps, etc. to school building, rent, accommodation, salt supply to yards checking of bills of salt transport contractors. He maintains the following registers viz miscellaneous receipts of yards and schools leases of the usufucts of the yards and schools auction sale register, etc

The number of currents received by him was 3955 numbered and 102 unnumbered. The average per day works out to about 13.5 currents

LowerDivision clerk(2) This clerk attends to the following items of work.

All papers relating to inland fisheries, deep sea fishing operations, intensive seed collection and distribution, crafts and tackle, quick transport facilities, checks vouchers, relating to inland fisheries and intensive seed collections. The inland fisheries actitivities of the division have to be expanded and therefore proposals for provincialisation of tanks and rivers have to be dealt with care and expedition and the work of the section is reported to be on the increase now. This clerk maintains the following registers viz (1) Register of provincialised tanks (2) Register of seeds stocked in the various tanks of the division etc.

The number of currents received and dealt with by this clerk was 2500 numbered and 200 unnumbered. This works out to .9 currents per day.

Lower Division clerk (3) This clerk deals with the following work socio economic, work among fishermen, Co-operative societies, Shark liver oil, library, stores, museum, stationery and forms etc He has to maintain the stationery and store register and keep an account of all the articles of stationery and forms received and distributed to all the institutions of this division. He is also the Record keeper and maintains connected registers, etc. assisted by the attender. The no. of currents received by this clerk was 3311 numbered and 150 unnumbered which works out to 11.2 currents per day

Lower Division clerk (4) This clerk is preparing all pay bills of the staff under various heads, of accounts and maintains concerned registers. He prepares contingent bills, tour advance bills and attends to connected correspondence. The number of bills prepared by him was 1,820 or an average of about 6 bills per day during the year.

3

Typist The Typist is attending to typing of drafts and statements prepared by all the clerks and cooperative Sub registrar as detailed above. The Typist is also maintaining the fair copy register and typewriter cards. The number of pages typed during the year commencing from December 54 and ending with November 55 was 6516.

Attender The attender attends to despatch work and maintains the stamp account. He maintains the despatch register, record issue register and stock files. He receives all the recorded files from the subject clerks and keeps them in order in the record room and also issues recorded files to the subject clerks for reference when required.

It may kindly be seen from the above that there is heavy work in the office of the Asst. Director of Fisheries South Kanara, Mangalore The continuance of the Upper Division clerk and attender in that office is quite necessary. In the circumstances I request that the Govt. may be pleased to accord sanction for further continuance of the post of Upper Division clerk and an attender which were last continued in G.O.Ms.No-377 Agriculture department d/ 11-6-55 for one year from 1-5-56. I request the favour of an early orders.

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alp/1.2.3 12/56

For Director of Industries & Commerce

Hgrs (E+S) Dept.

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Cno 10036 E1/58 pl. see

Abs: Proposal - Estt - Office of the A.D.F, Mangalore - Temporary staff - for further continuance - Sanctioned

Joint 6/2/58

Read again: G.O.Ms.No 377 Agriculture dt. 11.8.55

Read also: from the Addl. Dte lr.no. 121837/55 E2 dt. 31.1.56

G.O.Ms.No 380 Agriculture dt. 15-2-56

pp 1-3 y

The Govt. Sanction the continuance for a further period of one year from 1-3-1956 of the following temporary staff employed in the office of the A.D.F, & Mangalore, whose continuance was last sanctioned in the G.O. read above: —

p 3 y of (M)

(1) One U.D.C. on Rs 80 - 110 p.m.

(2) One Attender on Rs 25 p.m.

To the Addl. Dte

The A.G. (Inspection) A/cs

Copy to the A.G. (E) Madras

pp. 3.

6/2/58

6.2.56

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pp 1-3 y

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ii

the letter from the Addl. Dte at pp 1-3 y may please be perused. Subject to orders on the proposal at 'I' at p 3 y, a draft order is submitted above for approval

Agrs no 10036 E1/58-1

8/2/58.

Finance may be for acceptance

6/2/56

6.2.56

6/2/56

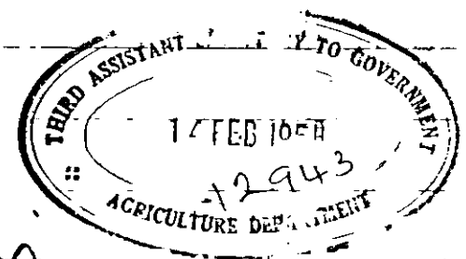
Fin

Fin (Ex)

The draft order overleaf may be accepted

10.2.56

10/2



Fin. U.O. 1325-Ag/56
11-2-56.

No. As. Agri Ex

The finance Dept have accepted the draft order overleaf. It may now issue

13/2/56 13.2.56:

[Issued as G.O. No. 1380 Agri 715-2-56]